

**BY ORDER OF THE COMMANDER
OF THE 445 TH AIRLIFT WING**

445 AIR WING INSTRUCTION 34-266

20 AUGUST 2009



Services

**AIR FORCE FITNESS AND SPORTS
PROGRAMS**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This Instruction implements Air Force Policy Directive (AFPD) 34-1, *Air Force Services Combat Support Programs*. This instruction extends the guidance of Air Force Instruction (AFI) 34-266, *Air Force Fitness and Sports Programs*. The purpose of this Instruction is to establish policy, procedures and a uniform system for operation of the 445th Airlift Wing (AW) Unit Physical Training Facility (UPTF). It applies to all 445 AW members, which includes Reservists, Active Duty, and Civilian employees who use, operate, manage or maintain the UPTF. Refer recommended changes and questions about this publication to the Office of Primary Responsibility using the Air Force Information Management Tool (IMT) 847, *Recommendation for change of publication*; route Air Force IMTs 847 from the field through the appropriate functional's chain of command. Ensure that all records created as a result of the processes prescribed in this publication are maintained in accordance with Air Force Manual 33-363, *Management of Records*, and disposed of in accordance with the Air Force Disposition Schedule located at <https://www.my.af.mil/gcss-af61a/afrims/afrims>.

1. POLICY. The 445 AW UPTF is an integral part of the Wing mission to assist its members in being physically fit and mission ready. The facility will be operated in an atmosphere that encourages participation, ensures maximum availability and assists in establishing and maintaining a high degree of morale within the 445 AW. The 445 AW UPTF, authorized in writing by the 88th Air Base Wing Commander, will be located in Building 4006, Room 068 and Building 4012, Room 161. It will be owned, operated, and maintained by designated 445 AW personnel utilizing wing funding, when available. Wing personnel will abide by all posted rules and restrictions while utilizing the UPTF. Additionally, wing personnel utilizing the UPTF will read and abide by the safety and emergency procedure signs posted in the UPTF.

2. RESPONSIBILITIES.

2.1. Wing Commander: The 445th Airlift Wing Commander (CC) has the overall responsibility to ensure the UPTF is managed and utilized in a safe manner consistent with established and posted safety requirements.

2.1.1. Appoint in writing a Primary and Alternate UPTF Monitor.

2.1.2. Establish and publish UPTF Hours of Operation.

2.2. Unit Physical Training Facility (UPTF) Monitors: UPTF Monitors, both the Primary and Alternate, are responsible for the operation, utilization and maintenance of the UPTF.

2.2.1. Develop and maintain a UPTF Program Handbook.

2.2.2. Inspect UPTF area and equipment on a regular basis, at least weekly. Tag broken or malfunctioning equipment and ensure it is taken out of service until repaired/replaced.

2.2.3. Participate in UPTF Quarterly Safety Inspection and maintain a copy of the Quarterly report and any required written replies in the UPTF Monitor's Handbook.

2.2.4. Serve as the Equipment Custodian for all Fitness Equipment located in the UPTF.

2.2.5. Ensure the Automated External Defibrillator (AED), First Aid Kit and telephone are located in close proximity to UPTF and that all are maintained in serviceable condition.

2.2.6. Ensure Emergency Contact Information, Hours of Operation, UPTF Operating Instruction and Rules, Requirements and Restrictions are posted in the UPTF.

2.2.7. Open and close the UPTF per the posted Hours of Operation and ensure at least one person, trained in Cardiopulmonary Resuscitation (CPR), AED and Basic First Aid, is available during the hours of operation.

2.3. Wing Safety Office: The Wing Safety Office staff will schedule and conduct Quarterly Safety Inspections of the UPTF and produce a written report.

2.3.1. Notify the UPTF Monitors of the projected Quarterly Inspection dates and times.

2.3.2. Provide the Quarterly Safety Inspection report to the UPTF Monitors and forward a copy to the 445 AW/CC within 10 days of the Inspection date. If corrective actions are required, the UPTF Monitors will prepare a written reply indicating all corrective actions taken and send it to the Wing Safety Office and 445 AW/CC within 30 days of receipt of the Inspection Report.

2.3.3. Monitor observations identified and reported on the Safety Inspection Report that require corrective action until all findings are closed.

3. PROCEDURES.

3.1. Hours of Operation. The hours of operation will be established and maintained as approved by the 445 AW/CC or his delegate. Current hours of operation will be posted on the door to and in the UPTF.

3.2. Rules, Requirements and Restrictions will be posted in plain view in the UPTF.

3.2.1. Authorized use of the UPTF is limited to 445 AW military members and Department of Defense (DOD) civilians assigned to the unit.

3.2.2. The UPTF is an unmonitored area and users will utilize at their own risk.

3.2.3. Users should work out in pairs, when at all possible, to limit accidents and provide the opportunity for assistance when needed.

3.2.4. Users should proceed with caution and seek assistance prior to utilizing unfamiliar fitness equipment.

3.2.5. Users are responsible for wiping down equipment after use and keeping the area organized and “picked up” during and after use.

3.2.6. Users should report any malfunctioning/broken equipment to the UPTF monitor immediately.

3.2.7. Appropriate workout attire will be worn at all times. Shirt, shorts/warm-up pants, Air Force Physical Training uniform and athletic shoes are appropriate attire. Daily civilian work clothes, jeans, military uniforms, dress shoes and boots are not considered appropriate attire. Shirts will be worn when working out in the UPTF.

3.3. Fitness Equipment and Area.

3.3.1. Only commercial quality fitness equipment will be utilized in the UPTF.

3.3.2. A maintenance contract will be considered to maintain service and provide preventive maintenance.

3.3.3. Free weights are not authorized for use in the UPTF.

3.3.4. Sanitary wipes will be provided for users to wipe down equipment after use.

3.4. **Adopted Forms:**

AF IMT 847, *Recommendations for Change of Publication*

STEPHEN D. GOEMAN, Col, USAFR
Commander

ATTACHMENT 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFPD 34-1, *Air Force Services Combat Support Programs*, 1 Nov 1997

AFI 34-266, *Air Force Fitness and Sports Programs*, 24 Sep 2007

AFMAN 33-363, *Management of Records*, 01 MAR 2008